



New Jersey Department of Environmental Protection
NOTICE OF VACANCY
Posting Number: SRWMP-2016-02

(X) DIVISION/PROGRAM	(X) DEPARTMENT	(X) STATEWIDE
TITLE: Secretarial Assistant 3, Non-Stenographic		SALARY: (A15) \$39,457.23 - \$55,413.51
OPENING DATE: January 22, 2016		CLOSING DATE: February 5, 2016
EXISTING VACANCIES: 1		WORKWEEK: 35 Hour Workweek
PROGRAM/LOCATION: NJ Department of Environmental Protection Site Remediation Waste Management Program Solid and Hazardous Waste Management Bureau of Recycling and Hazardous Waste Management 401 East State Street Trenton, NJ 08625		

DESCRIPTION: May be assigned as a secretary to Assistant Division Directors, Bureau Chiefs, or their organizational equivalents; does other related duties.

SPECIFIC TO THE POSITION: The Bureau of Recycling and Hazardous Waste Management is responsible for the permitting of Class B, C, and D Recycling Centers, Hazardous Waste Facilities, Regulated Medical Waste Facilities, as well as the implementation of the Electronic Waste Management Act, and various aspects of the Recycling Enhancement Act, including annual recycling grants to municipalities. The Secretarial Assistant 3 N/S will be responsible for providing all administrative/clerical assistance and the day to day operations coordinating work of the bureau. Responsibilities include but are not limited to the following: Schedule meetings and maintain calendars for professional staff, answering main phone lines in a professional manner, direct calls to appropriate units, prepares files and maintains reports, logs and distributes incoming documents, interacts with other clerical staff within the Department of Environmental Protection.

REQUIREMENTS

Experience: Three (3) years of experience in secretarial and administrative clerical work. **NOTE:** Successful completion of a clerical training program with a minimum of 700 classroom training hours or 30 semester hour credits in secretarial science from an accredited college or university may be substituted for one (1) year of the experience indicated above. Coursework must include typing skills, methods, and procedures; other courses may include, but not be limited to, office procedures, word processing, and business English.

License: Appointees will be required to possess a valid driver's license valid in New Jersey only if the operation of a vehicle, rather than employee mobility, is necessary to perform the essentials duties of the position.

RESIDENCY: Pursuant to N.J.S.A. 52:14-7(L. 2011 Chapter 70), also known as the New Jersey First Act which became effective September 1, 2011, all persons newly hired by the NJDEP on or after that date shall have one year from the date of employment to establish, and then maintain, principal residence in the State of New Jersey. New Jersey state employees hired prior to September 1, 2011 who transfer from within the NJDEP or from another State of New Jersey appointing authority without a break in service greater than 7 days but who reside outside the State of New Jersey are not required to change their principal residence to New Jersey in order to comply with the act.

AUTHORIZATION TO WORK: Selected candidates must be authorized to work in the United States according to the Department of Homeland Security, United States Citizenship and Immigration Services Regulations. Note: The State of New Jersey does not provide sponsorships for citizenships to the United States.

NOTE: Interviews will be afforded based on the cover letter, resume and credentials submitted in response to this notice. Applicants may be required to provide a copy of their transcripts at time of interview.

SCOPE OF ELIGIBILITY: Open to state employees with permanent status in the competitive series who meet the above requirements.

SUBMIT LETTER OF INTEREST, RESUME AND E-MAIL ADDRESS BY 4:00 PM ON THE CLOSING DATE TO:

Sarah Barrett
Site Remediation and Waste Management Program
PO Box 420; Mail Code 401-06E
Trenton, NJ 08625-0420
E-mail Address: SRWMP.resumes@dep.nj.gov
Fax Number (609)777-1914

POSTING AUTHORIZED BY: Deni Gaskill, Manager
Division of Human Resources

Accommodations will be made for qualified applicants or employees with disabilities
New Jersey Department of Environmental Protection is an Equal Opportunity